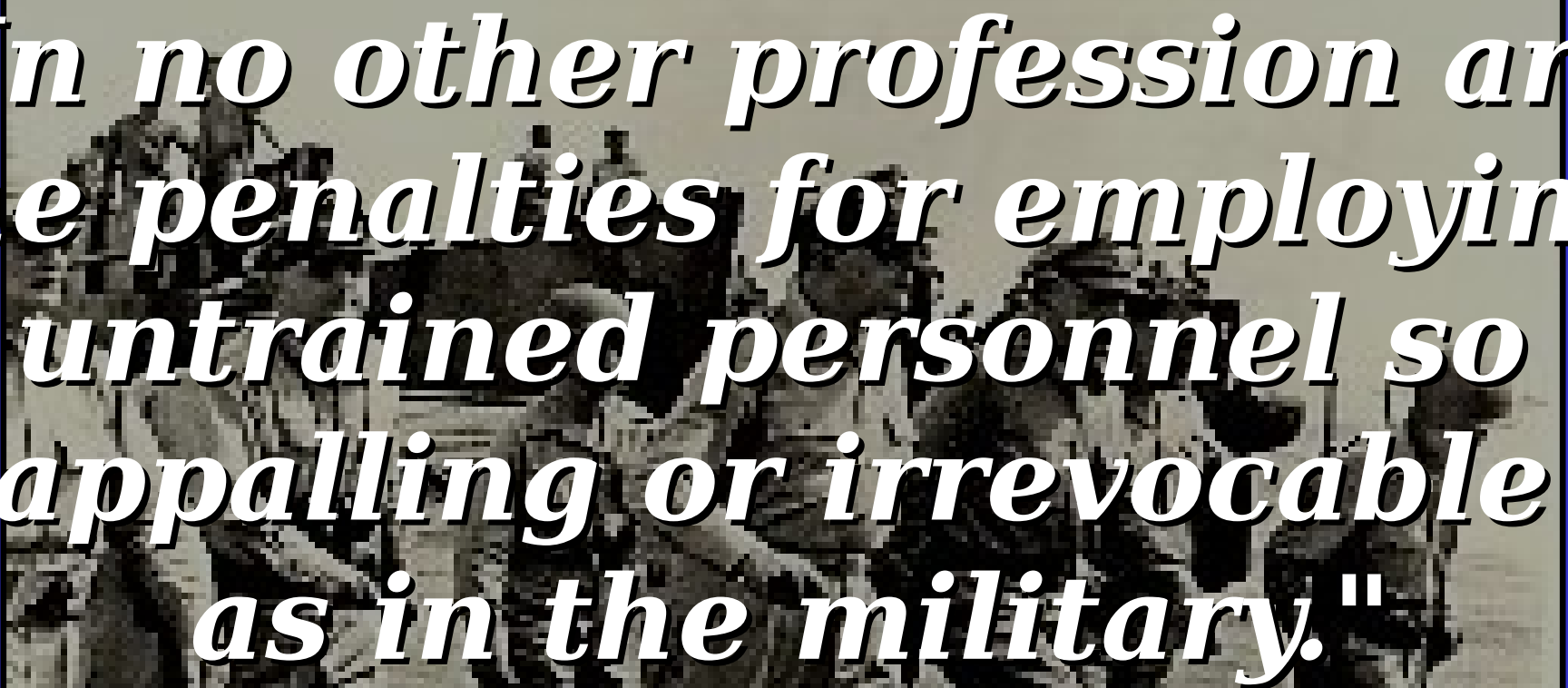


Unit Training Management



**Major Steve Robbins
Training & Education
Command**



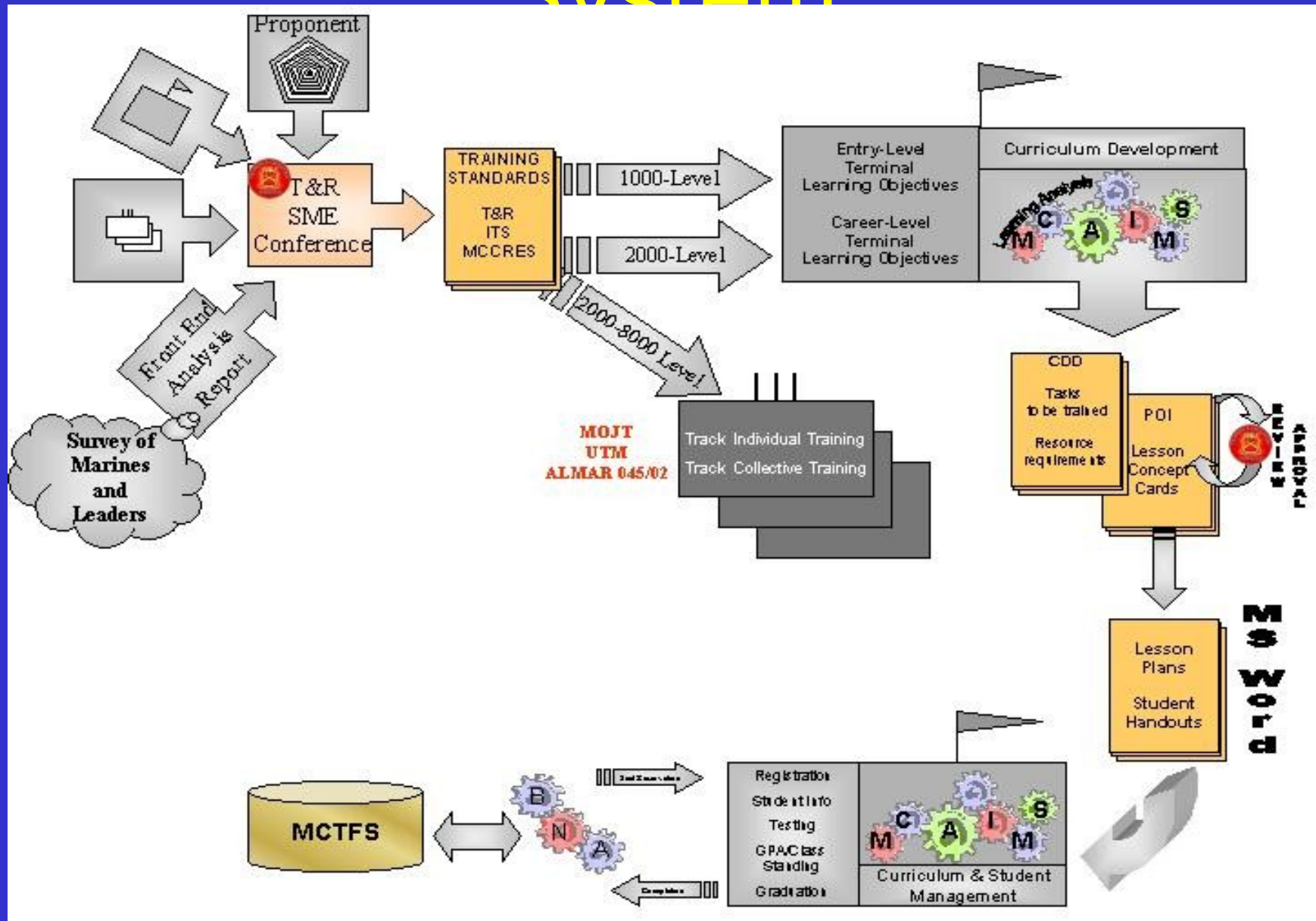
***"In no other profession are
the penalties for employing
untrained personnel so
appalling or irrevocable
as in the military."***

General Douglas MacArthur

The background of the slide features a stylized, artistic representation of the United States Marine Corps flag. The top portion shows the stars and stripes of the flag, with the stars appearing as bright white points against a dark blue field. Below this, the red and white stripes are depicted in a wavy, flowing manner. In the center, there is a large, golden eagle with its wings spread, perched atop a globe. The eagle's body is formed by a circular emblem, likely the Marine Corps emblem. At the bottom, a white banner with the words "UNITED STATES MARINE CORPS" is visible, though only "TED STATES MARI" is clearly legible. The entire graphic is set against a solid blue background.

Marine Corps Training Development System

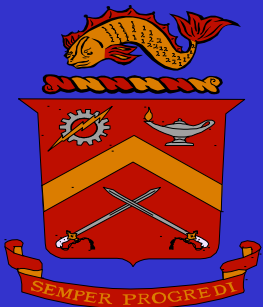
System



Unit Training



Management





Unit Training Management

The use of the Marine Corps Training Principles and Systems Approach to Training (SAT) in a manner that maximizes training results and focuses the training priorities of the unit in preparation for the conduct of its wartime mission.



The background of the slide features a stylized, artistic representation of the United States Marine Corps flag. It includes the top left corner of the American flag with its stars and stripes, and the central part of the Marine Corps emblem, which depicts an eagle with wings spread, perched on a globe. A banner at the bottom of the emblem contains the words "UNITED STATES MARINE CORPS". The entire graphic is set against a solid blue background.

Marine Corps Training Principles

Marine Corps Training Principles

- **Train as you fight**
- **Commanders are responsible for training**
- **Use standards-based training**
- **Use performance-based training**
- **Use mission-oriented training**
- **Train the Marine Air Ground Task Force to fight as a combined arms team**
- **Train to sustain proficiency**
- **Train to challenge**

Train as you fight:

- **Peacetime training must reflect**
 - battlefield requirements**
- **All leaders must ensure**
 - individual**
 - Marines receive realistic**
 - training that**
 - simulates wartime conditions**

Commanders are responsible for training:

- **Unit training is not the responsibility of the Operations Officer and the 3-Shop**
- **Provides clear guidance and intent**
- **Develops unit METL**
- **Assesses unit strengths and weaknesses**
- **Must identify training objectives clearly**
- **Commander's presence and involvement**

Use standards-based training:

- **Establishes common procedures**
- **Promote uniform operational methods**
- **Aids cross-attachment, fosters flexibility**
- **Provides a measurement of performance**
- **Provides justification/validation for training resources**
- **Training and Readiness Manuals**

Use performance-oriented training

- Ensures Marines can actually do the required basic skills
- Ensures training is meaningful and ~~not just~~ mission-oriented training
~~a time-filler~~
- Training events based on commander's assessment of possible wartime missions (METL)
- T&R Manuals link training standards to a METL

Train MAGTF to fight as a combined-arm team

- Proficiency is developed when teams train

Train together regularly to sustain proficiency

- Train continuously-- don't focus on key events once or twice per year
- T&R manuals provide sustainment interval events

Train to challenge

- Builds competence and confidence
- Fosters initiative and eagerness
- Pushes past mental and physical barriers

The background of the slide is a composite image. At the top, there is a portion of the United States flag with its stars and stripes. Below this, centered, is the official emblem of the United States Marine Corps. The emblem features a golden eagle with its wings spread, perched atop a globe. The globe shows the Americas. A white banner or scroll wraps around the bottom of the globe, with the words "UNITED STATES MARINE CORPS" inscribed on it in a serif font. The entire emblem is set against a dark red background. Overlaid on this image is the title text in a large, bold, white sans-serif font with a black drop shadow.

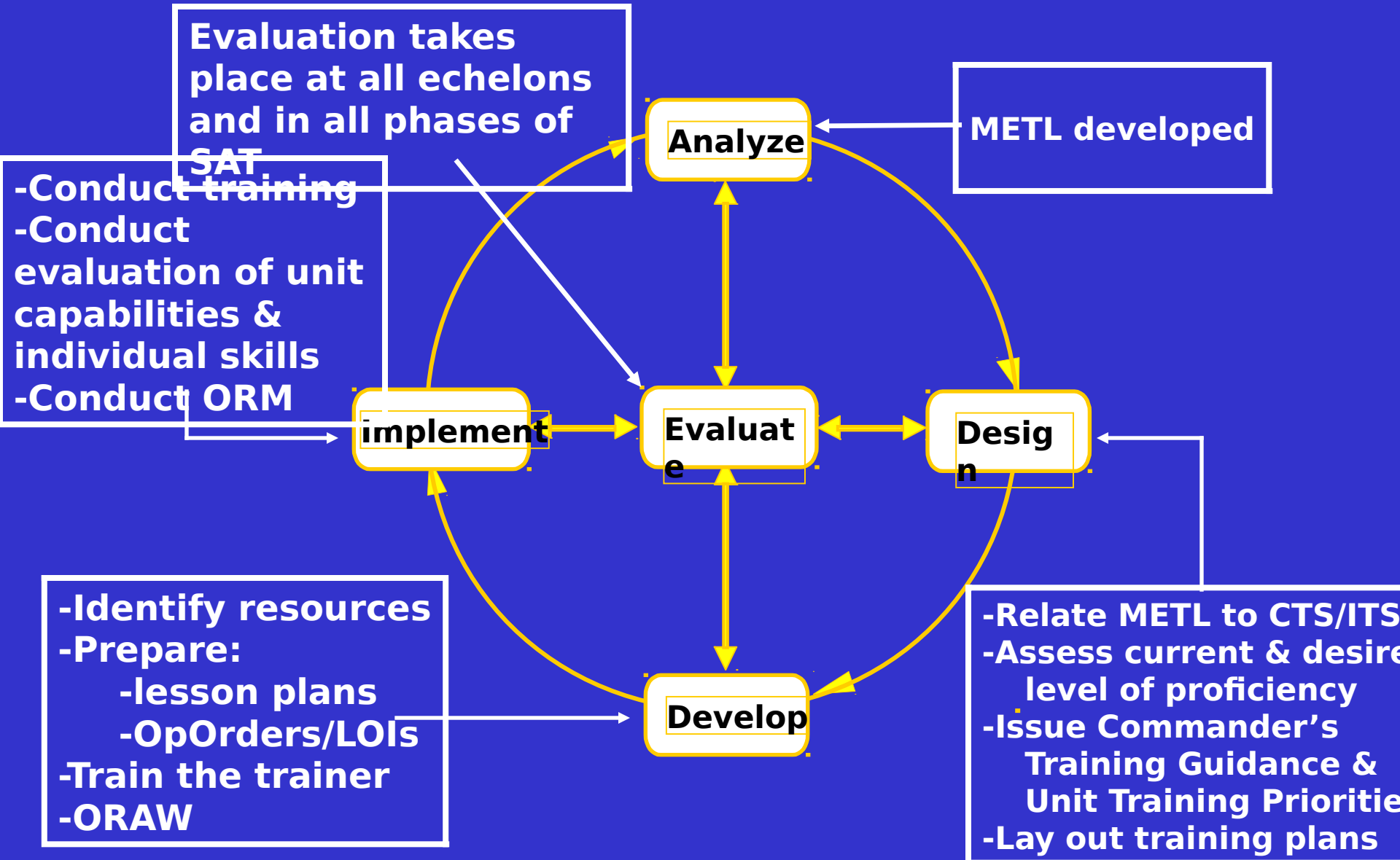
The Systems Approach to Training

SAT

Systems Approach to Training (SAT)

An orderly process used to analyze, design, develop, implement, and evaluate a unit's training program to ensure the unit, and the Marines of that unit acquire the knowledge and skills essential for the successful conduct of the unit's wartime

The SAT process in UTM: An Overview



Analyze

- **Conduct Wartime Mission Analysis**
 - **Doctrine and Doctrinal Publications**
 - **Operational/Campaign/Contingency Plans**
 - **Unit's T/O Mission Statement**
 - **HHQ, Supported/Supporting Unit METLs**
- **Determine Essential Tasks**

The background of the slide features a stylized American flag with red and white stripes and a blue field with white stars. Overlaid on this is the United States Marine Corps emblem, which includes a globe, a wreath, and a banner. The banner at the bottom of the emblem contains the text "UNITED STATES MARINE CORPS".

The Mission Essential Task List

METL

Mission Essential Task List (METL)

The compilation of tasks critical to combat mission accomplishment. The METL provides the warfighting focus to a unit's training program by providing the commander with a list of tasks the unit must be able to perform.

“Units cannot achieve and sustain proficiency on every training task. The Marine Corps has neither the funds nor the time for such an endeavor. Therefore... training must focus on warfighting tasks.”

- MCRP 3-0A

ALMAR 45/02 & MCO

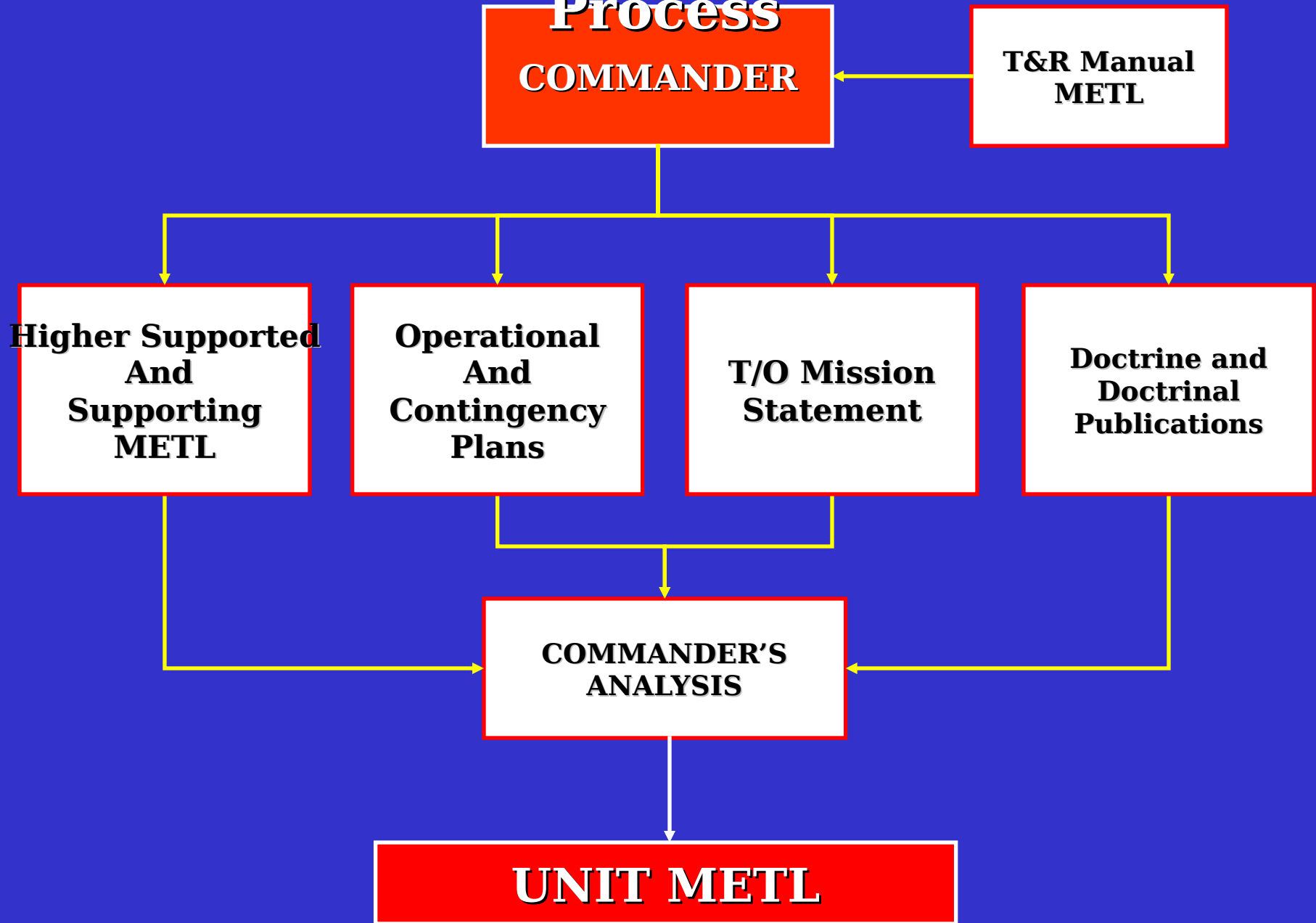
1553.3A

- **Directs Commanders to take the following actions:**
 - **Within 45 days of assuming command, review, update, and submit the unit's Mission Essential Task List (METL) to next HHQ for approval;**
 - **Within 90 days, conduct an internal assessment of your unit's ability to execute each MET and prepare a definitive plan of attack to achieve MET proficiency;**
 - **Conduct ongoing training assessments at appropriate points in your unit's training lifecycle.**
- **MET assessments shall be continuous**

METL Description

- **All units, from a Marine Expeditionary Force to individual battalions/squadrons, prepare METLs**
- **Concentrates the unit's peacetime training efforts and resources on training to achieve proficiency in mission essential tasks**
- **Used to design the unit's training plan and develop the resources necessary to complete the training plan**

The Commander's METL Development Process



METL Development

Guidelines

- **Use subordinate commanders and senior SNCOs in METL development to create a team approach to mission-oriented training.**
- **The availability of resources does not affect METL development (the METL is an unconstrained statement of the tasks required to accomplish combat missions)**
- **The commander must ensure that the unit's METL supports and complements: Higher, Subordinate, Supporting/supported unit METL**
- **Commanders may add mission, OPLAN, or environmental specific tasks to the METL (i.e. "In a desert environment...").**
- **Each unit's METL is approved by the next higher commander in the operational chain of command.**

Design

- **Relate METs to Collective Training Standards**
- **List individual/collective tasks that support each MET**

NOTE: T&R Manuals do both of these

Design

- **Relate METs to Collective Training Standards**
- **List individual/collective tasks that support each MET**
- **Assess unit's current level of proficiency;
compare to desired level of proficiency**
- **Issue Commander's Training Guidance**
- **Establish Training Priorities**

Commander's Training

Guidance

- **Issued in the form of regulations, SOP's, memoranda, verbal guidance, or written letter of philosophy.**
- **Sets the Commander's priorities for training.**
- **Key information includes:**
 - **Training philosophy**
 - **METL and Commander's proficiency assessment**
 - **Training priorities**
 - **Major training events and associated METL**
 - **Formal training requirements**
 - **Conduct of formal evaluations and preparation of evaluators and trainers**
 - **Resource allocation**
 - **Appropriate risk level**

Establishing Training **Priorities**

- **Prioritizing training keeps the unit focused on developing combat proficiency and ensures the proper allocation of limited training resources.**
- **Priorities must be published and clearly stated.**
- **Priorities must take into account guidance from higher headquarters.**
- **Training events must be combat mission-oriented, realistic, and focused on tasks identified in the METL.**

Training Priorities (cont)

- **Training that is critical to mission accomplishment and the welfare of individual Marines receives top priority.**
 - **Mission Oriented Training**
 - **Formal Training: Marine specific training; basic survival**
 - **Ancillary Training: Supports individual readiness**
 - **PME Training: Lifelong study of the military profession**
- **Changes in the unit's mission will change existing priorities; therefore, review periodically to ensure validity.**

Design

- **Relate METs to Collective Training Standards**
- **List individual/collective tasks that support each MET**
- **Assess unit's current level of proficiency with the desired level of proficiency**
- **Issue Commander's Training Guidance**
 - **Establish Training Priorities**
- **Design appropriate long-, mid-, and short-range training plans for units and**

Training Plan Development

- **Planning links the unit's METL with the subsequent execution and evaluation of training**
- **A properly designed training plan will:**
 - **Maintain a consistent combat focus;**
 - **Coordinate between associated combat, CS, and CSS organizations;**
 - **Focus on real-world lead times;**
 - **Address future proficiency; and**
 - **Use resources efficiently**
- **Types: Long, Mid, Short**



Long-Range

- **Covers 12-24 months; updated annually**
- **To ID missions and assign priorities**
- **To develop command goals**
- **To ensure resource availability**
- **Development Process**
 - **List the METL**
 - **Publish Commander's Guidance**
 - **Establish Calendar**
 - **Coordinate and Review the Plan**

Midrange

- **Commanders and staffs develop; covers up to 18 months; updated quarterly**
- **Convert long-range plan into practical series of training events; provide trainers with detailed guidance**
- **Refocus and reprioritize training; allocate and coordinate resources to subordinates**
- **Planning includes:**
 - **Review training program, current proficiency, resources and training environment**
 - **Develop detailed POA for planning period; validate need for scheduled events; put valid events on calendar**
 - **Determine desired outcomes of events**
 - **Review midrange plan with higher HQ**
 - **Issue guidance**

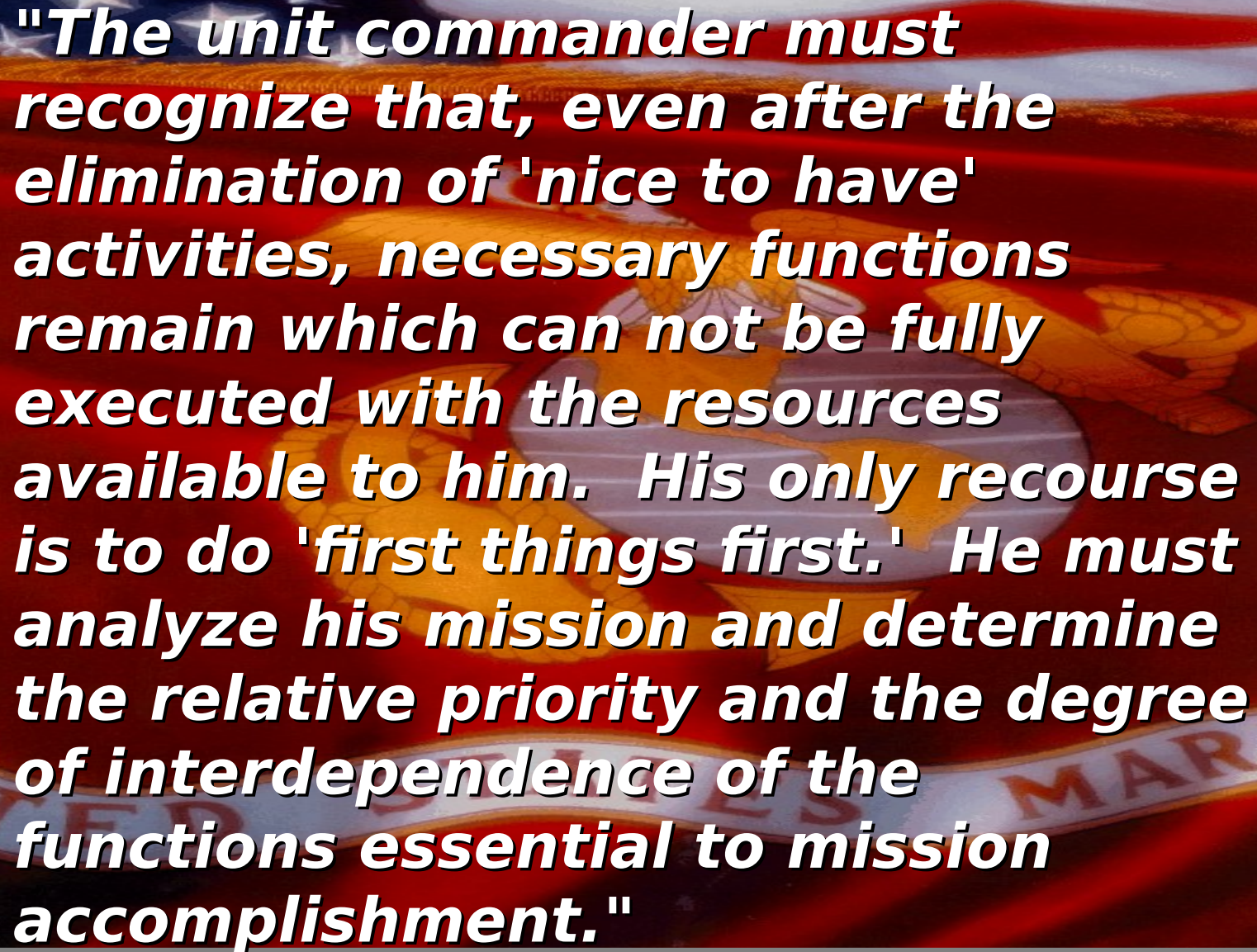


Short-Range

- **Covers 1-4 months; updated monthly**
- **Refine the level of detail of the mid-range plan and link individual and collective training standards**
- **Make final coordination for the allocation of resources used in training**
- **Provide specific guidance to trainers**
- **Complete final coordination with units that will participate in training**
- **Prepare detailed training schedules**

Training Schedules

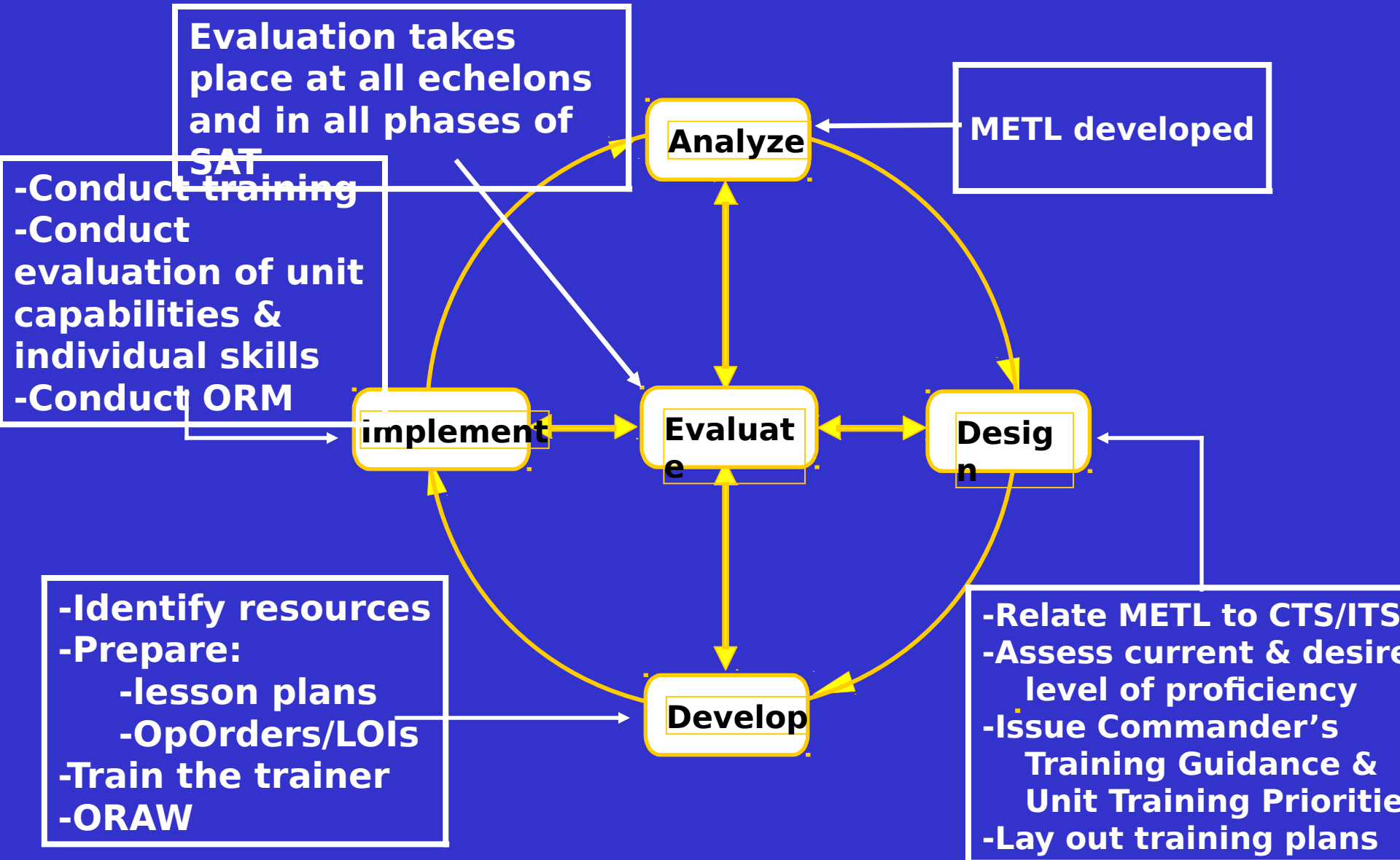
- **Provide greater detail to short-range plan**
- **Specify when training starts and where it takes place**
- **Allocate correct amount of time for initial and corrective training**
- **Specify individual, leader, and collective tasks**
- **Provide concurrent training topics**
- **Specify who conducts training and who evaluates**
- **Provide administrative information concerning uniform, weapons, equipment, references and safety precautions**



"The unit commander must recognize that, even after the elimination of 'nice to have' activities, necessary functions remain which can not be fully executed with the resources available to him. His only recourse is to do 'first things first.' He must analyze his mission and determine the relative priority and the degree of interdependence of the functions essential to mission accomplishment."

BREAK Take 15 minutes -
== Gen Bruce C Clarke

The SAT process in UTM: An Overview



Develop

- **Ensure logistical planning is completed**
- **Secure external support requirements**
- **Write the Op Order/LOI**
- **Develop training materials, lesson plans, and train the trainers**
- **Complete Operational Risk Assessment (ORA)**

The background of the slide is a maritime flag, likely the flag of the United States Coast Guard. It features a red field with a white anchor in the center. Above the anchor is a bald eagle with its wings spread, perched on a scroll. The scroll contains the text "UNITED STATES MARINE CORPS" in red capital letters. The top of the flag has a blue canton with white stars. The entire image is framed by a thin grey border.

Operational Risk Management

Operational Risk Management **(ORM)**

- **ORM is a process that enables commanders to plan for and minimize risk while still accomplishing the mission.**
- **ORM assists the commander in determining:**
 - **The balance between training realism and unnecessary risks in training;**
 - **The impact of training operations on the environment; and**
 - **The adjustment of training plans to fit the level of proficiency and experience**

ORM (cont)

- **The five-steps of the ORM process are:**
 - **Identify hazards**
 - **Assess hazards to determine risks**
 - **Develop controls and make risk decisions**
 - **Implement controls**
 - **Supervise and evaluate.**

ORM and the SAT Process

- During each phase of the SAT Process, the commander conducts ORM:
- Analyze: Assess the degree of risk related to each MET the unit must perform
- Design: Address the acceptable level of risk in the commander's training guidance; ORM considerations are addressed during the planning of unit training

ORM and SAT (cont)

➤ Develop:

- All training events will have an ORA worksheet (ORAW) that outlines the overall risk of injury, loss of life, or significant damage to equipment
- Commanders ensure that controls are integrated into SOP's, LOI's, written and verbal orders, mission briefings, and staff estimates
- Operational Risk Assessment (ORA) will be conducted during the planning of each training event.

ORM and SAT (cont)

➤ Implement:

- Commanders must ensure proper safety controls are in place to minimize the risk of injury or loss of life
- Commanders must supervise, continuously assess risks and ensure controls are adhered to

➤ Evaluate: After a training event is completed, commanders evaluate how well the risk management process was executed and the effectiveness of each control in reducing or removing risk; adjust as required

Implement

- **Stage personnel and resources**
- **Conduct the scheduled training**
- **Conduct evaluation of the training**

Evaluate

Evaluation is a continuous process

- **COs must evaluate a variety of activities (i.e. admin, maintenance, supply, etc.) Coordinate by:**
 - **Designating specific tasks to evaluate**
 - **Determining effectiveness of current evaluations**
 - **Reducing redundancy**
 - **Ensuring command evaluations compliment unit activities**
 - **Ensuring feedback from subordinates is obtained**
- **Two types of evaluations: Informal and Formal**

Informal Evaluation

- **Takes place during all scheduled training**
- **Individuals and units should be evaluated daily as they conduct routine training or perform day-to-day missions**
- **Provides an opportunity to ensure proper techniques, tactics, and procedures have been instructed and learned**
 - **Coaching**
 - **Critiquing**

Evaluate (cont):

Methods:

- **Personal Observation of training**
- **Evaluate collective training using CTSs**
- **Evaluate individual training using ITSs, BST**

Handbook, and/or checklists

- **Conduct short notice/unannounced inspections/evaluations**

Focus: every command evaluation program must plan to

evaluate the 3 main categories of performance:

Formal Evaluation

- **Scenario-based**
- **Focus on the unit's mission essential tasks**
- **Uses collective training standards as the criteria to assess unit proficiency**
- **Planned and scheduled during the Design and Develop phases of SAT and conducted during the Implement Phase**
- **Conducted by outside agency, usually next higher unit**

Formal Evaluation

Guidance

- **The timing of formal unit evaluations is critical and should be directly related to the unit's operational deployment cycle.**
 - **After the unit has been staffed with the majority of its personnel**
 - **Has had sufficient time to train to individual and collective standards.**
 - **Allow sufficient time to correct/re-inspect identified weaknesses prior to deployment**

AFTER ACTION

“The evaluation process is only as effective as the feedback it gains and its subsequent employment towards improving training proficiency.” MCRP 3-0A

- **Conduct internal after-action reviews after ALL training events at all levels**
- **Review training deficiencies of subordinate units and individuals**
- **Reprioritize tasks in training plans**

AFTER ACTION (cont)

- **CO reviews training deficiencies of subordinate units and individuals**
- **CO adjusts the training priorities and the unit's training plans**
- **Training standards (ITS and CTS) will be used as the primary evaluation tools for evaluations**
- **It is a discussion-based review designed to emphasize the positives and discover alternate, more effective courses of action**

Results of Training Evaluation

Higher Headquarters:

- **Allocates necessary resources to enable unit commanders to increase individual/unit proficiency to include:**
 - **Personnel**
 - **Training areas**
 - **Ammunition/equipment**

Unit Commander:

- **Revises unit training priorities/plans to address areas identified during the evaluation as needing improvement.**
- **Improve UTM process within unit.**
- **Feed results into the overall unit readiness picture.**
- **Request additional resources from higher headquarters.**

The background of the slide features a stylized, artistic representation of the United States flag. The red and white stripes are prominent, with a blue field containing white stars in the upper left. Overlaid on this is the official seal of the United States Marine Corps. The seal depicts an eagle with its wings spread, perched atop a globe. A banner is draped across the bottom of the globe, with the words "UNITED STATES MARINE CORPS" visible. The text "UNITED STATES MARINE" is clearly legible on the banner. The entire composition is set against a solid blue background.

Training Management Software Support

Vision and Strategy

- **T&R , UTM, and MCAIMS as parts of TIMS**
 - **Single System with applications for**
 - **Unit training**
 - **Individual training both in schools and in units**
- **Contains all training standards with top-down linkage**
- **Build T&R Events into TIMS database starting NOW**
 - **METs as new construction**
 - **CTS as new construction**
 - **ITS (T&R) as new construction**
 - **ITS (legacy) migrated from ITS Order for now**
- **Reengineer MCAIMS into TIMS**
 - **ITS learning analysis, curriculum development, test design, student evaluation**

UTM Tool Capabilities

- ✓ Aid Commander in conducting an analysis of unit IOT develop and submit METL to HHQ for review and approval (i.e. link to T&R METL list, T/O mission statement, HHQ METL, etc.)
- ✓ Assess unit's current METL proficiency
- ✓ Development of Commander's training priorities
- ✓ Relate unit METs to E-coded CTS
- ✓ Training Plan development (long, mid, and short range)
- ✓ Identify required training resources to support Training Plan events to include links to Ranges database, ammo database, Equipment Density List, etc.
- ✓ Evaluation and tracking of CTS to include E-coded events
- ✓ Automatic CRP calculation as E-coded events are accomplished (provides the Commander a snapshot of training readiness at any given point in time; may eventually link to SORTS/DRRS)
- ✓ Facilitate the conduct and publishing of After Action reports
- ✓ Manage individual training (at any level)
 - ✓ Evaluation and tracking of ITS
 - ✓ Tracking of individual Formal training requirements:
 - MCCS, marksmanship, PFT, water survival, NBC, etc.
 - ✓ Tracking of individual Ancillary training requirements:
 - Suicide prevention, sexual harassment, equal opportunity, etc.
 - ✓ Tracking of individual Professional Military Education (PME)

File View Help



Shortcuts

- Unit Hierarchy
 - MCRD
 - Find
 - Administration
- ☐ Battalion X/Y
- ☐ Battalion Z/W
- ☐ Battalion
 - ☐ T&R Management
 - ☐ Commander's Portal
 - ☐ Unit METL Development
 - ☐ Training Plan Development
 - ☐ Ranges
 - ☐ Ammunition
 - ☐ Equipment
 - ☐ Alpha Co
 - ☐ Collective T&R Training
 - ☐ Individual T&R Training
 - ☐ Formal Training
 - ☐ Ancillary Training
 - ☐ 1st Platoon
 - ☐ Collective T&R Training
 - ☐ Individual T&R Training
 - ☐ Formal Training
 - ☐ Ancillary Training
 - ☐ 2nd Platoon

Find

Unit Information

1st RTBn: Reporting Roster

SSN	Name	Grade	Owning Unit	Reporting Unit
<input type="checkbox"/> 440989816	Adams, John A	E1	MCRD \RTR \1st RTBn \D Co	TSOC \MCRD \RAC \Receivin
<input type="checkbox"/> 550992880	Adams, Travis W	E1	MCRD \RTR \1st RTBn \D Co	TSOC \MCRD \RAC \Receivin
<input type="checkbox"/> 515907153	Aguirre, Christophe R	E1	MCRD \RTR \1st RTBn \D Co	TSOC \MCRD \RAC \Receivin
<input type="checkbox"/> 575338950	Alconcel, Paulo K	E1	MCRD \RTR \1st RTBn \D Co	TSOC \MCRD \RAC \Receivin
<input type="checkbox"/> 999010003	Allen, Mark B	E1	MCRD	RTR \1st RTBn \Alpha Compai
<input type="checkbox"/> 999010003	Allen, Mark B	E1	MCRD	TSOC \MCRD \RTR \1st RTBn
<input type="checkbox"/> 508233026	Anderson, Travis J	E1	MCRD \RTR \1st RTBn \D Co	TSOC \MCRD \RAC \Receivin
<input type="checkbox"/> 528955686	Arellano, Paul A	E1	MCRD \RTR \1st RTBn \D Co	TSOC \MCRD \RAC \Receivin
<input type="checkbox"/> 456852808	Bailey, Frank J	E2		RTR \1st RTBn \D Co \1141
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<input type="checkbox"/> 442880426	Bare, Daniel	E1		RTR \1st RTBn \D Co \1139
<input type="checkbox"/> 442880426	Bare, Daniel	E1		TSOC \MCRD \RTR \1st RTBn
<input type="checkbox"/> 547839769	Barragan, Rene	E2	MCRD	RTR \1st RTBn \D Co \1138
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<input type="checkbox"/> 629122179	Blanton, Cody W	E2		RTR \1st RTBn \D Co \1139
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<input type="checkbox"/> 162602818	Bluemle, Daniel P	E1	MCRD San Diego	RTR \1st RTBn \D Co \1139

 Rows Per Page Page # of 18 462 total row(s)

Status

Data Load Date: 7/24/2003

User: full56

Logon Time: 4/21/2004 8:22:19 AM

App Name: TIMS_LIVE



Shortcuts

- Add Personnel
- Register Student
- Morning Report
- Change Password

TIMS

- T&R Manual
- Unit Hierarchy
 - DOD
 - Recruiting
 - Find
 - Administration
 - Battalion X/Y
 - Battalion Z/W
 - Battalion
 - T&R Management
 - Commander's Portal
 - Unit METL Development
 - Training Plan Development
 - Ranges
 - Ammunition
 - Equipment
 - Aloha Co
 - Collective T&R Training
 - Individual T&R Training
 - Formal Training
 - Ancillary Training
 - 1st Platoon
 - Collective T&R Training
 - Individual T&R Training
 - Formal Training
 - Ancillary Training
 - 2nd Platoon

Find

Unit Information

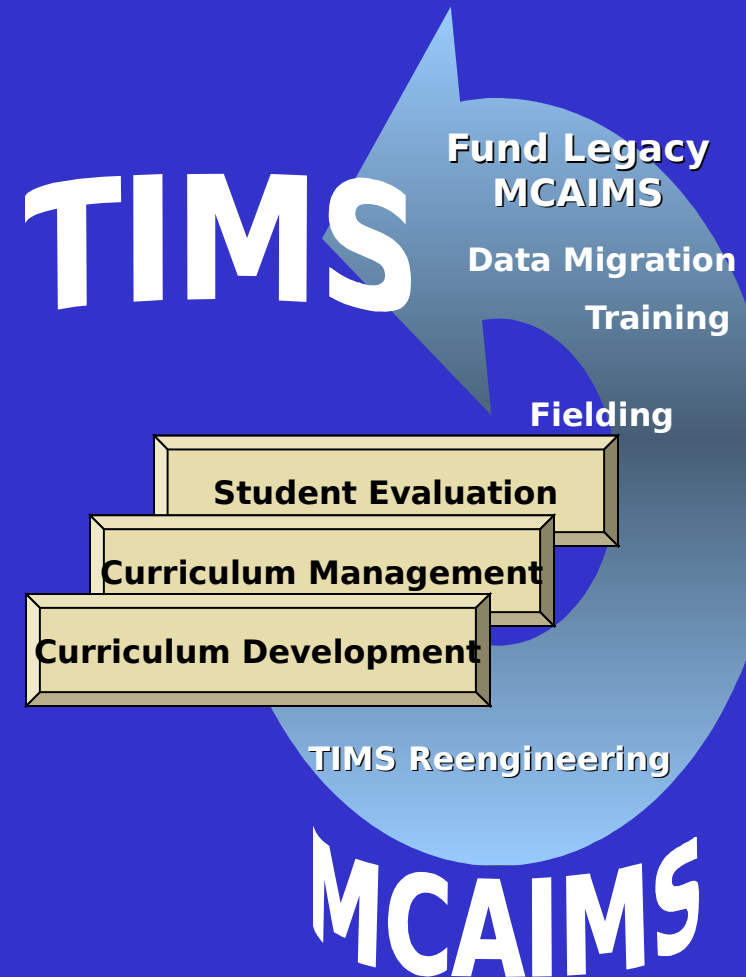
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<input type="checkbox"/> Combat Course (Charlie Company)	Pass/Fail Event	Pass/Fail	Pass/Fail	
<input type="checkbox"/> Combat Ready Test (Charlie Company)	Combat Readiness Test	Percentage	Numeric	0.05
<input type="checkbox"/> Command Eval 1 (Charlie Company)	Command Eval	Percentage	Numeric	0.08
<input type="checkbox"/> Command Eval 2 (Charlie Company)	Command Eval	Percentage	Numeric	0.14
<input type="checkbox"/> Confidence Course (Charlie Company)	Pass/Fail Event	Pass/Fail	Pass/Fail	
<input type="checkbox"/> Day Compass Course (Charlie Company)	Performance Test	Percentage	Numeric	0.01
<input type="checkbox"/> Drill Performance (Charlie Company)	Performance Test	Percentage	Numeric	0.01
<input type="checkbox"/> Drill Written (Charlie Company)	Written Exam	Percentage	Numeric	0.01
<input type="checkbox"/> Endurance Course (Charlie Company)	Timed Event	Percentage	Numeric	0.07
<input type="checkbox"/> Final PFT (Charlie Company)	PFTScoresheet: 1ST Platoon	Percentage	Numeric	0.04
<input type="checkbox"/> GMS 1 (Charlie Company)	Written Exam	Percentage	Numeric	0.02
<input type="checkbox"/> GMS 2 (Charlie Company)	Written Exam	Percentage	Numeric	0.02
<input type="checkbox"/> General Performance Review (Charlie Co	Performance Evaluation		Favorable/Marginal/Un	
<input type="checkbox"/> Hike 1 (Charlie Company)	Pass/Fail Event	Pass/Fail	Pass/Fail	
<input type="checkbox"/> Hike 2 (Charlie Company)	Pass/Fail Event	Pass/Fail	Pass/Fail	
<input type="checkbox"/> Hike 3 (Charlie Company)	Pass/Fail Event	Pass/Fail	Pass/Fail	
<input type="checkbox"/> Hike 4 (Charlie Company)	Pass/Fail Event	Pass/Fail	Pass/Fail	
<input type="checkbox"/> Intermediate PFT (Charlie Company)	PFTScoresheet: 1ST Platoon	Percentage	Numeric	0.02
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<input type="checkbox"/> LRC 1 (Charlie Company)	LRC	Percentage	Numeric	0.07
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<input type="checkbox"/> Night Compass Course (Charlie Company)	Performance Test	Percentage	Numeric	0.01
<input type="checkbox"/> Obstacle Course (Charlie Company)	Timed Event	Percentage	Numeric	0.05
<input type="checkbox"/> Peer Eval 1 (Charlie Company)	Peer Evaluation	Percentage	Numeric	

Rows Per Page 27 Page # 1 of 2 38 total rows

Status

GTB Proposed POA&M for TIMS



The background of the slide is the official seal of the United States Marine Corps. It features a central eagle with wings spread, perched atop a globe. The globe shows the Americas. Above the eagle is a scroll with the words 'UNITED STATES MARINE CORPS'. The entire seal is set against a background of the United States flag's stars and stripes. The text 'UTM Resources' is overlaid in the center in a large, white, bold, sans-serif font.

UTM Resources

UTM Resources

➤ Publications

- MCO 1553.3A, Unit Training Management**
- MCRP 3-0A, Unit Training Management Guide**
- MCRP 3-0B, How To Conduct Training**
- ALMAR 45/02, Training Assessment**
- UTM Distance Learning Product**
- UTM Website: www.tecom.usmc.mil/utm**



[What's New?](#)

[UTM Overview](#)

[UTM Publications](#)

[Annual Training](#)

[METL](#)

[Training Plans](#)

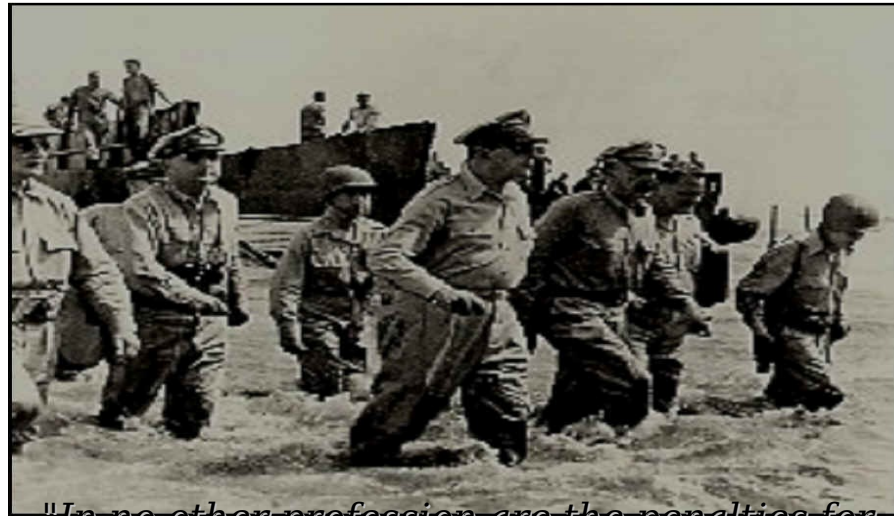
[ORM Resources](#)

[9602 Program](#)

[College Credit](#)

[External Links](#)

MCO 1553.3A Signed - Link via "Contents"



*"In no other profession are the penalties for
employing untrained personnel so appalling or
irrevocable as in the
military."*

General Douglas
MacArthur

Our Mission

To provide commanders at all levels with the knowledge and resources they need to develop and execute efficient, effective, combat-focused training plans.

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UNIT TRAINING MANAGEMENT OVERVIEW



***"Training is the key to combat effectiveness
and therefore is the focus of effort of a
peacetime military."***

MCDP 1, Warfighting

- [What is Unit Training Management](#)
- [Marine Corps' Training Philosophy](#)
- [Marine Corps Training Principles](#)
- [Systems Approach to Training](#)
- [Five Phases of SAT](#)
- [Unit Training Management Brief w/ speaker notes](#) (left click to view; right click to download)

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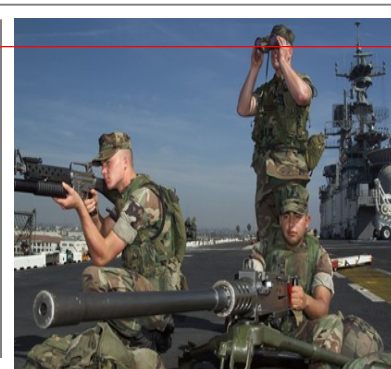


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Mission Essential Task List (METL)



"The unit commander must recognize that, even after the elimination of 'nice to have' activities, necessary functions remain which can not be fully executed with the resources available to him. His only recourse is to do 'first thing first.' He must analyze his mission and determine the relative priority and the degree of interdependence of functions essential to mission accomplishment."

-- Gen. Bruce C.

Clarke, USA

- [Overview](#)
- [Commander's Analysis](#)
- [Command Element Unit METL \(Examples\)](#)
- [Ground Combat Element Unit METL \(Examples\)](#)
- [Combat Service Support Element Unit METL \(Examples\)](#)
- [Aviation Combat Element Unit METL Official/Approved](#)

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Trainin g Plan Design



- [Overview](#)
- [Design Phase of SAT](#)
- [Training Plan Benefits](#)
- [Types of Training Plans](#)
- [Sample Long-Range Training Plan](#)
- [Sample Unit METL](#)
- [Sample Mid-Range \(Annual\)](#)

[Training Plan](#)OVERVIEW

Planning links the organizational [METL](#) with the subsequent execution and evaluation of training. Planning is a relatively centralized process in that the commander, the staff, subordinate commanders, and experienced SNCOs



Annual Training

This page provides links to all of the information needed to conduct annual training. Each subject includes lesson plans, PowerPoint presentations and references.

[Marine Corps Common Skills Training \(MCCS\)](#)

[Battle Skills Testing](#)

[Warfighting](#)

[U.S. Marine Reading Program](#)

[Physical Fitness Training](#)

[Alcohol and Substance Abuse Prevention and Control](#)

[Leadership Training](#)

[Troop Information Program](#)

[Combat Water Survival Training](#)

[Weapons Qualification](#)

[NBC Defense Training](#)

[Privacy Act](#)

[Code of Conduct Training](#)

[Driver Improvement Course](#)

[MC Health Promotion Program](#)

[Sex Education and Family Planning](#)

[Hazing & Sexual Harassment](#)

[Other Training References](#)

Miscellaneous

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External Training Links



- [USMC FORMAL SCHOOLS/TRAINING DETACHMENTS/TRAINING PROGRAMS](#)
- [USMC OPERATING FORCE UNITS/ SUPPORTING ESTABLISHMENT](#)
- [OTHER SERVICES TRAINING AND DOCTRINE](#)

USMC

FORMAL SCHOOLS/TRAINING DETACHMENTS



Training and Education Command



Marine Corps Combat Service Support Schools



Training Command



Marine Corps Personnel Administration School

TRAINING PROGRAMS

GTB POCs (DSN 278)

**LtCol Gregg Lyon:
x2551**

GTB Branch Head

**Major Steve Robbins:
x3027**

TME Section Head

Major Peter J. Shelby:

UTM/T&R Policy

x2494

**Capt Jeff Harrington:
x3029**

Formal School Policy

**Mr. Bill Sanderson:
x3028
System**

MCAIMS & T&R

Management

**Major Ron Dahart :
x2203**

MAGTF Section Head

LtCmdr Brantley:

CSSE Section Head

x3018

LtCol Stan Packard:

GCE Section Head

x3031

The image features the official Seal of the United States Marine Corps. It is a circular emblem with a central globe showing the Western Hemisphere. A golden eagle with wings spread is perched atop the globe. The background of the seal is a dark red field. Above the globe, a scroll contains the words "UNITED STATES MARINE CORPS" in white capital letters. The entire seal is set against a larger background of the United States flag, with its stars and stripes visible at the top and sides. The word "QUESTIONS?" is superimposed in large, white, bold, sans-serif capital letters across the center of the seal.

QUESTIONS?

Support Slides



METL Development

Process

- **The unit's METL is produced by reviewing:**
 - **T&R Manual METL.**
 - **Unit's T/O mission statement.**
 - **Doctrine and doctrinal publications.**
 - **Higher headquarters' METL.**
 - **Operational and/or Contingency plans.**
 - **Other related tasks.**

Recon METS

- (1) PLAN, COORDINATE, AND CONDUCT AMPHIBIOUS/GROUND RECONNAISSANCE AND SURVEILLANCE TO OBSERVE, IDENTIFY, AND REPORT ENEMY ACTIVITY, AND COLLECT OTHER INFORMATION OF MILITARY SIGNIFICANCE.**
- (2) CONDUCT SPECIALIZED RECONNAISSANCE. ASSIST IN SPECIALIZED ENGINEER, NUCLEAR, BIOLOGICAL, CHEMICAL, RADIO, MOBILE, AND OTHER UNIQUE RECONNAISSANCE MISSIONS.**
- (3) CONDUCT INITIAL TERMINAL GUIDANCE (ITG) FOR HELICOPTERS, LANDING CRAFT, AND PARACHUTISTS.**
- (4) DESIGNATE AND ENGAGE SELECTED TARGETS WITH FORCE FIRES AND OTHER OPERATIONS TO SUPPORT BATTLESPACE SHAPING. THIS INCLUDES TERMINAL GUIDANCE OF PRECISION-GUIDED MUNITIONS.**
- (5) CONDUCT POST-STRIKE RECONNAISSANCE TO DETERMINE AND REPORT BATTLE DAMAGE TO A SPECIFIC TARGET OR AREA.**
- (6) CONDUCT LIMITED SCALE RAIDS.**
- (7) CONDUCT COUNTER-RECONNAISSANCE**
- (8) CONDUCT INSERTION AND EXTRACTION OF RECONNAISSANCE FORCES IN SUPPORT OF RECON OPERATIONS.**
- (9) CONDUCT OTHER OPERATIONS AS DIRECTED BY THE SUPPORTED COMMANDER.**

Coaching

Critiquing

- **Corrects errors on the spot**
- **Provides help when needed**
- **Focuses on critical details**
- **Prevents negative learning**
- **Provides immediate feedback**
- **Improves efficiency**
- **Identifies strengths/weaknesses**
- **Answers critical training questions**
- **Indicates any additional practice needs**
- **Encourages open discussion/group participation**
- **Improves understanding of tasks**
- **Promotes retention**

UNIT TRAINING READINESS

